

CHANCERY CALENDAR 4

SUPPLEMENTAL STANDING ORDERS FOR REMOTE PROCEEDINGS

In an effort to address the unique needs created by the current pandemic, and in an effort to ensure that the administration of justice can continue during this time, Chancery Calendar 4 has compiled the following guidelines and recommendations. These guidelines are intended to assist litigants and attorneys in conducting proceedings remotely, whether they are physically in the courtroom or elsewhere. In these times, it is even more important for litigants and attorneys to talk with each other before coming to court. The Court will assume parties have conferred before every virtual status hearing and motion presentment.

ZOOM INFORMATION & ZOOM DECORUM

Courtroom 2408's virtual courtroom can be accessed via phone or Zoom:

- Zoom Meeting ID Number: 974 5431 3798
- Password: 501494
- Additional information regarding accessing the virtual courtroom can be found on [Judge Conlon's page on the Court's website](#).
- Zoom is accessible for free on smartphones, tablets, laptops, and desktop computers. Zoom is accessible on both Apple/Mac and PC platforms. Certain Zoom features or layouts may differ based on the platform used. If a participant does not have access to Zoom, the participant may access the hearing by calling a conference number.

Participating in a virtual court hearing is the same as participating in any other court proceeding. The same rules of decorum apply to virtual court hearings. The same rules regarding dress codes, demeanor, language, and respect for the staff also apply. Remember that this is a formal proceeding and treat it as if you were present in the courtroom.

The court proceedings are on the record. All conversations can be heard by all of the other parties present and will become a part of the record. The public is also able to view these proceedings. However, please note that while Court proceedings are on the record, only a Court Reporter can prepare an official record of a virtual court proceeding. It is the duty of the parties to order a Court reporter if they would like a transcript of the proceeding. **Zoom does not generate a transcript.**

Video or audio recording of this proceeding by any party through any device or format is strictly prohibited under Illinois Supreme Court Rules. Failure to comply with this admonishment may result in the imposition of sanctions or in a finding of contempt. This includes screenshots of participants or the proceedings. The Court Reporter is the only person authorized to record the remote Court proceeding by electronic means, stenography, or any other method.

ELECTRONIC COURTESY COPIES

Courtesy copies of all motions, or other, are to be sent via email at least two business days before presentment. The Court's email is: ccc.chancerycalendar4@cookcountyil.gov. Courtesy

copies received less than two days before presentment will be reviewed at the discretion of the Court.

AGREED ORDERS

Following **any** appearance in front of this Court, Parties must send an agreed proposed order to ccc.chancerycalendar4@cookcountyil.gov by **noon** the day of presentment. Please send orders in Word format.

- Name the file with the first parties' name and the date that the parties' appeared in Court
- Include the date on which the parties appeared in Court in the body of the order.
 - Example:
 - This case coming to be heard for status [on discovery] at 9:30 a.m. on December 9, 2020.
- It is helpful to include the following language regarding Judge Conlon's Zoom Information, and mandatory if the opposing party is a pro se litigant:
 - This case is set for a status on [the pleadings, settlement, fact / written discovery] at 9:30 a.m. in Courtroom 2408's virtual courtroom, which can be accessed via phone or Zoom:
 - Zoom Meeting ID Number: 974 5431 3798
 - Password: 501494
 - Additional information regarding accessing the virtual courtroom can be found on Judge Conlon's page on the Court's website.

CLERK'S STATUS

Clerk's statuses are being conducted via email. There is no need to appear via Zoom. On the date of your clerk's status, the movant shall email electronic courtesy copies of the fully briefed motion, including a copy of the complaint, and a law clerk will provide the parties with hearing date options via email. The parties shall then confer and send the Court an agreed proposed order setting the hearing date. This Court sets hearings approximately 3 months out.

USING AN INTERPRETER

Interpreters are available during remote proceedings, but requests must be promptly made (at least two court days prior to the hearing). In order to make a request, contact the Court at CCC.ChanceryCalendar4@cookcountyil.gov.

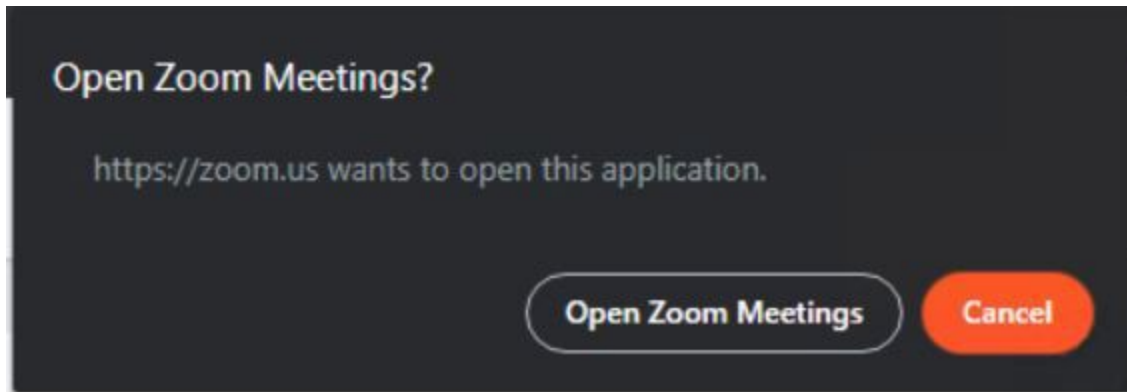
ADMINISTERING AN OATH

This procedure remains the same as during a physical court appearance if all parties appear by Zoom. The oath may be administered by the Deputy Circuit Clerk, or by the Judge.

ENTERING A ZOOM MEETING

1. Invitation via link.

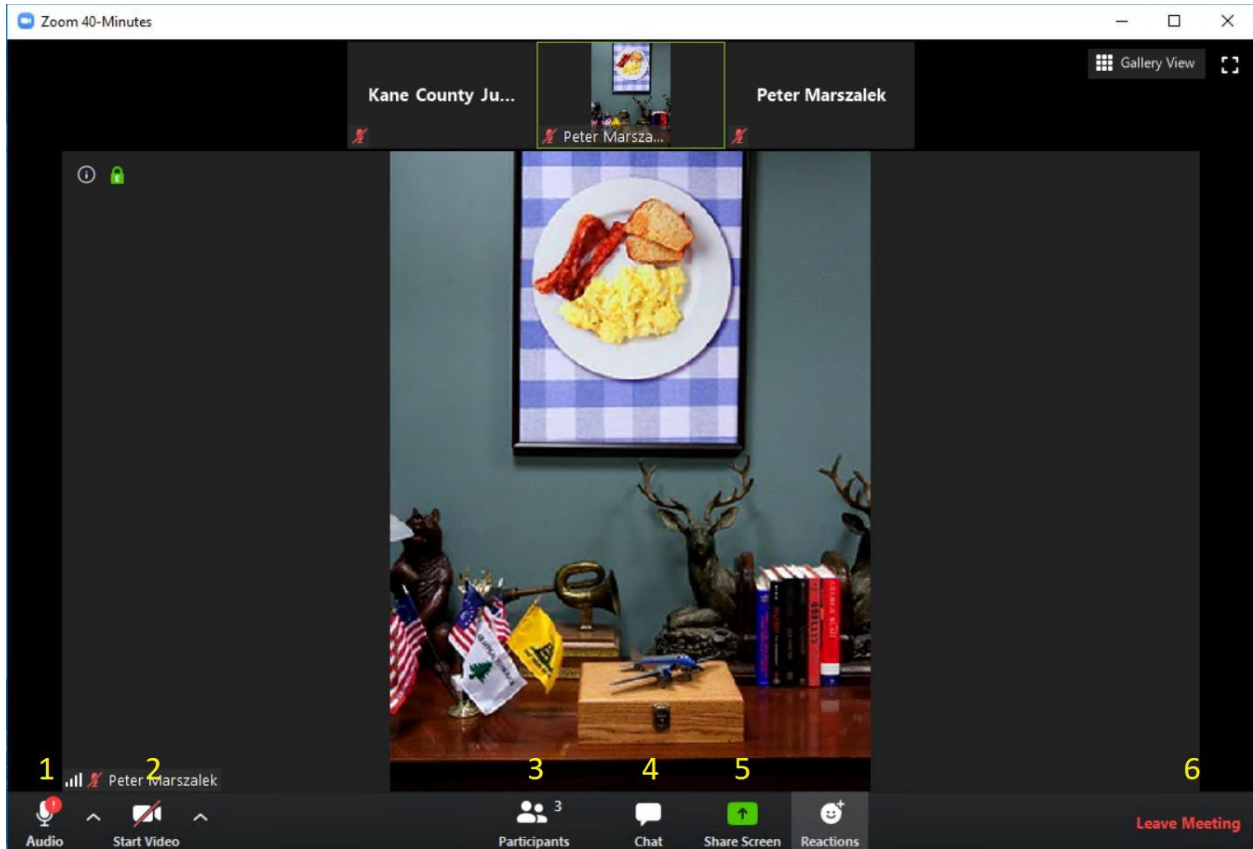
(<https://circuitcourtofcookcounty.zoom.us/j/97454313798?pwd=NDFUSDZXR3U3QUFWbmRLNIZic2FkQT09>). Click on the link. Your default browser will open, and a message asking to open the Zoom Desktop Application will appear (depending on your default browser, this message may look different or be worded differently) – click on “Open Zoom Meetings” or the message that allows Zoom to run / open.



2. The Zoom Desktop Client will now open. A window will appear showing your video preview. Click “Join with Video” to join the meeting with your video displayed automatically. Click “Join without Video” to join the meeting with your video display showing nothing to start (this can be changed when in the meeting).

3. You are now joining the meeting. If the host has a Waiting Room enabled, you will have to wait until they manually admit you to the meeting. When you join, select “Join with Computer Audio” from the window that appears. You are now in the meeting.

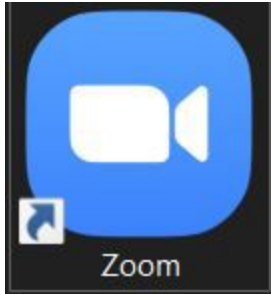
4. Now that you are in the meeting, you have several controls at the bottom of the screen to use:



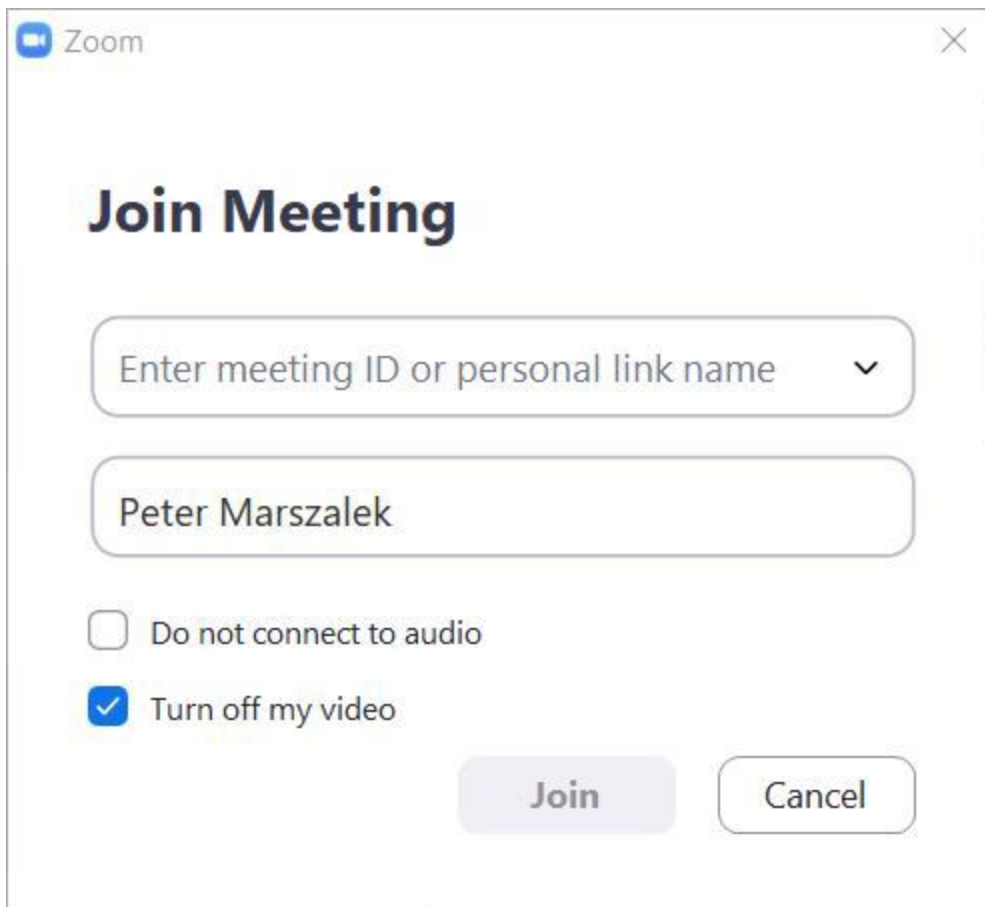
1. Audio: turn your microphone off and on.
2. Video: turn your video feed off and on.
3. Participants: see who is currently in the meeting.
4. Chat: click to open a new window where you can send messages.
5. Share Screen: share your screen, or specific files, with other participants.
6. Leave Meeting: leave the meeting.

Invitation via Meeting ID and Password

1. Double click the Zoom icon.

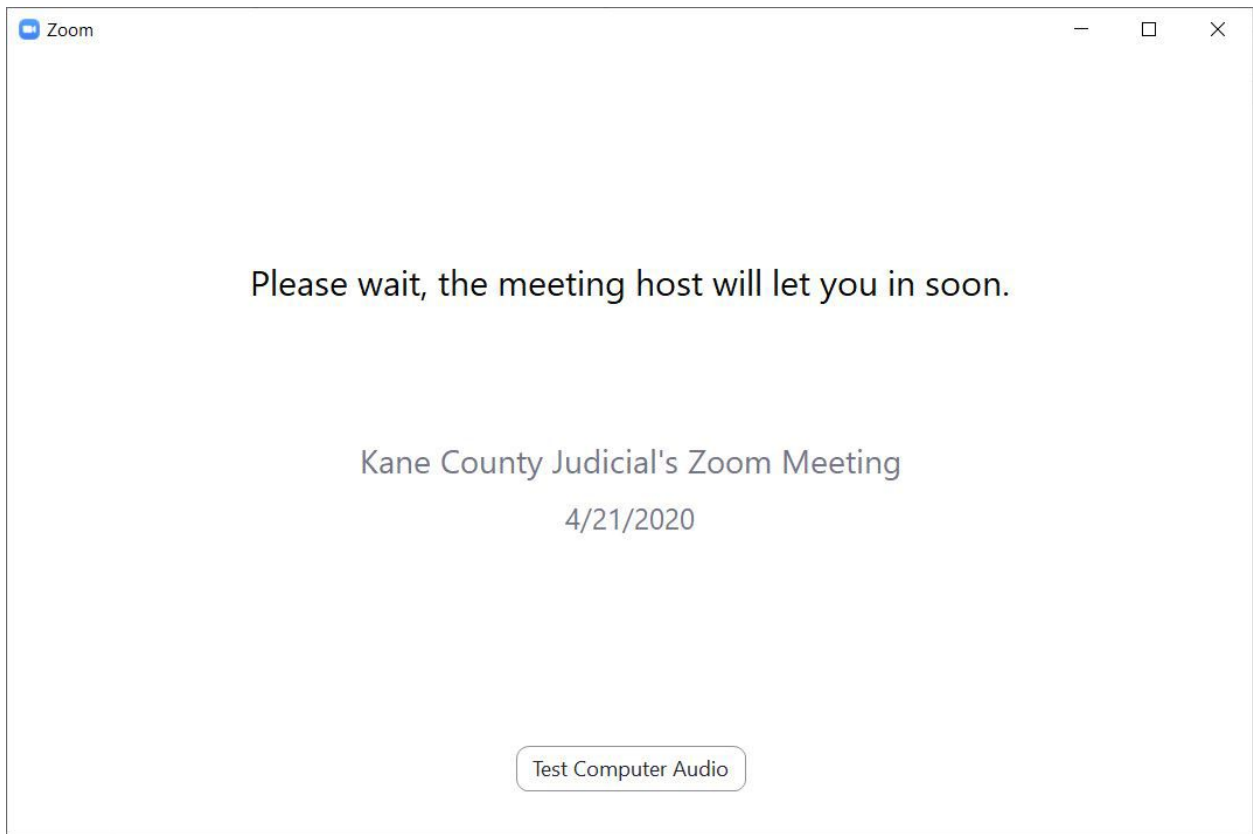


2. Click on the “Join” button on the main screen. A new window will pop up. Enter the meeting ID, and click “Join” when ready.

The image shows a screenshot of the Zoom application's "Join Meeting" dialog box. The window has a title bar with the Zoom logo and the word "Zoom" on the left, and a close button (an 'X' in a circle) on the right. The main content area has the heading "Join Meeting" in a large, bold, dark blue font. Below the heading is a text input field with the placeholder text "Enter meeting ID or personal link name" and a small downward-pointing chevron icon on the right. Underneath this is another text input field containing the name "Peter Marszalek". Below the name field are two checkboxes: the first is "Do not connect to audio" with an unchecked checkbox, and the second is "Turn off my video" with a checked checkbox. At the bottom of the dialog box are two buttons: a grey "Join" button and a white "Cancel" button with a grey border.

3. Enter the meeting password in the next window that appears. Click “Join Meeting” to proceed.

4. If the host is using a Waiting Room, the following window will appear. If they are not, you will join the meeting.



Invitation to Join by Phone

1. Dial the call-in number provided.
2. When prompted, enter the meeting ID provided by the meeting host, and press the pound key (#) to proceed.
3. If the host has not started the meeting, you will be prompted to hit the pound key (#) to wait.
4. If the meeting has started, you will be prompted to enter your participant ID – press the pound key (#) to proceed without entering a participant ID.
5. Next you will be asked for the meeting password. Enter this password, and press the pound key (#) to continue.
6. Finally, you will be asked to speak your name clearly. Say your name, and press the pound key (#) to finalize the recording.
7. You will now join the meeting. ****Press “*6” on your phone to mute or unmute yourself.****

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